



Request for Reimbursement of Moving Expenses

Only expenses that can be logically attributable to the move, up to the maximum amount offered to the employee, are reimbursed by TAMIU. Offer letter stating max must be attached to this form, plus all paid receipts associated with this request.

***Please Note:** This reimbursement is a taxable payment. Required taxes will be withheld from this reimbursement as required by the IRS. Meals are not considered reimbursable expenses.

Employee's Full Name:	Department:
Employee's UIN:	Employee Moving From/To:
Paying Account:	

REIMBURSABLE EXPENSES

Travel from Prior to New Residence	Miles	Mileage Rate	Amount	Vendor/Notes
Personal Vehicle Mileage #1		\$ 0.17		
Personal Vehicle Mileage #2		\$ 0.17		
OR Fuel for Personal Vehicle(s), Tolls, and/or Parking				
Other Transportation, if not driving (Airfare, Bus, etc.)				
Lodging				

Travel to New Residence Total

Moving of Household Goods	Amount	Vendor/Notes
Moving Vehicle Rental/PODs/Shipping, etc.		
Moving Vehicle Fuel		
Packing Supplies		
Labor to Assist with Move		
Storage Unit		
Other Travel Expenses (Explain)		

Moving of Household Goods Total

Total Reimbursement Request

Approval Initials -

Dean or VP: _____

BPFA: _____

Processed on: _____
(For Payroll Use Only)